Title of SOP: EMBA Business Project

The Executive MBA Business Project (EMBA BP) will address an issue/problem/task having significance for the senior management with considerable benefit to the respective organization. The EMBA BP is a key conduit through which individual, organizational and academic challenges are met. A proper fulfillment of this mandatory requirement for NUST EMBA i.e., EMBA BP, will result in enhanced value for the individual and his/her organization.

The business project is a mandatory requirement for getting the Executive MBA degree at NUST Business School. The business project is worth 06 credits in total.

The business project shall be undertaken in the following manner:

i. The first route, applicable and mandatory from Fall 2012 intake dictates that

    a. The first business project worth 03 credits shall be undertaken after having passed minimum of 21 credits of course work (07 courses), and

    b. The second business project worth 03 credits shall be undertaken after submitting the first 03-credit business project and having passed minimum of 42 credits of coursework (14 courses).

ii. The second route, applicable for all intakes prior to Fall 2012, requires EMBA students to undertake the business project en bloc after completion of their 20 courses (60 credits).

1. The **student** will choose a supervisor. The supervisor in consultation with the Head, Centre for Executive Development will formulate and finalize his/her guidance committee members by the following deadlines:

    a. If the student is undertaking 02 separate business projects of 03 credits each, the student will register the formulation of the committee, by filling in the form BP-1 with its annexure - A, duly signed by all committee members and the supervisor and submit one copy each to the department and respective examination branch. A copy of the Form BP-1 with its annexure - A will be forwarded to NUST Main Office (Exam branch and PGP Dte.) by exam branch of NBS. The deadline to file BP-1 with its annexure – A is 04 weeks from the result notification for the semester in which the student completed 21 credits of course work for the first business project and 42 credits of course work for the second business project.

    b. If the student undertakes the business project en bloc worth 06 credits (only valid for entries prior to 2012), the student will register the formulation of the committee, by filling in the form BP-1 with its annexure - A, duly signed by all committee members and the supervisor and submit one copy each to the department and respective examination branch. A copy of the Form BP-1 with its annexure - A will be forwarded to NUST Main Office (Exam branch and PGP Dte.) by exam branch of NBS. The deadline to file BP-1 with its

annexure – A is 04 weeks from the result notification date of the semester in which the student completes his/her coursework.

2. The student will continue the work on the business project under the guidance of the supervisor and keep the committee members updated regarding his/her progress as per the procedure prevalent in the institution. In case of any change of committee members, request should be filled-in on Form BP-1A. The exam branch of NBS will incorporate changes accordingly and inform all concerned including NUST Main Office Exam, Regn. and PGP Dte.

3. After 10 weeks but not later than 14 weeks since the filing of form BP-1, the student will submit a summary of the work done thus far on Form BP-2. It will be the responsibility of the student and the supervisor to ensure that the student is making satisfactory progress in line with completion of his business project report by the deadline given in form BP-1.

4. After 10 weeks but not later than 14 weeks of the filing of form BP-2 and after the student submits and the supervisor agrees that the business project is acceptable for public presentation, the student will submit unbound copies of the business project report to the Business Project Committee who shall review and approve the report in 2 to 4 weeks. The supervisor will decide about the date of presentation of the business project on form BP – 3. The form will be signed by the supervisor and copies sent to the respective Examination Branch by the supervisor.

5. The presentation of the business project will be open to the members of the academic community. The schedule (intimation) of the business project presentation will be forwarded to NUST Main Office (Exam branch, PGP Dte.) and other Schools / Colleges / Institutes of NUST at least a week in advance by the Exam branch of NBS. The presence of committee members during business project presentation is mandatory.

6. The committee members will finalize the business project grade by a majority vote. The form BP-4, for the business project presentation showing result duly signed by all members of the committee, will be submitted to the EMBA Program Head for signature within 48 hours of the business project presentation by the supervisor.

7. The student will prepare bound copies and CDs within 10 working days and submit the same to the supervisor within 10 working days of the business project presentation.

8. If any of the deadlines mentioned in this SOP are missed out by the student, an extension in line with the total length of the Program may only be given out by the Principal / Dean, NBS upon the recommendation of the Program Head.

9. All the deadlines mentioned in this SOP are equally applicable both for EMBA students doing a 06-credit business project as well as those doing 02 business projects of 03 credits each.

Executive MBA Business Project
Formulation of Guidance and Examination Committee

Name: _____   Regn No: _____

Date: _____   Student's Signature: _____

Business Project Supervisor

Name: _____   Signature: _____

Department: _____

Business Project Committee Members

1.   Name: _____   Signature: _____

      Department: _____

2.   Name: _____   Signature: _____

      Department: _____

3.   Name: _____   Signature: _____

      Department: _____

_____   _____
        Date   Signature of Head of Program

APPROVAL

_____   _____
        Date   Dean

Executive MBA Business Project

1. **Name:** _____ **Regn No:** _____

2. **Business Project Topic:** _____

3. **Brief Description/Abstract:**

4. **Reason/Justification for the Selection of the Topic:**

5. **Objectives:**

6. **Areas of Application:**

7. **Target Date for Completion of Business Project Report:** _____

Executive MBA Business Project
PETITION FOR CHANGE IN THE GUIDANCE COMMITTEE

Date: _____

Name: _____   Regn No: _____

SIGNATURE OF THOSE TO BE DELETED ARE REQUIRED
If signature for deletion cannot be obtained, type the reason on the signature line

Delete   **Add**

Signature:_____   Signature:_____
Name:_____   Name:_____
Department_____   Department_____

Signature:_____   Signature:_____
Name:_____   Name:_____
Department_____   Department_____

Signature:_____   Signature:_____
Name:_____   Name:_____
Department_____   Department_____

SUPERVISOR/CO-SUPERVISOR CHANGE
SIGNATURE OF THOSE TO BE DELETED AND/OR ADDED ARE REQUIRED
If signature for deletion cannot be obtained, type the reason on the signature line

Signature:_____   Signature:_____

Name:_____   Name:_____

Department_____   Department_____

_____   _____
Signature of Supervisor   Signature of Student

_____   _____
Signature of Head of Program   Date

APPROVED

_____   _____
Date   (Dean / Principal)

Executive MBA Business Project
Progress Report

Name: _____ NUST Regn No: _____

The student named above has completed _____ % of the Business Project. The supervisor, _____, is satisfied with the work done so far.

The student commits and the supervisor agrees that the business project report will be submitted not later than _____.

_____   _____
        Signature of Student   Date

_____   _____
       Signature of Supervisor   Date

It is the student's responsibility to submit this form to the Dy Controller of Examination within two working days of the date of signatures by the supervisor.

_____

_____
     Signature of Head of Program   _____
                                                    Date

_____   _____
       Date   Dean/Principal

Executive MBA Business Project

Student's Name: _____   Regn. No.: _____

Title: _____

Name of Supervisor: _____

Executive Summary

Open To Public

Location: _____   Date/Time: _____

Copy to all Departments

_____
Signature (Supervisor)

Executive MBA Business Project

We hereby recommend that the business project report prepared under our supervision by:
(Student Name & Regn No.) _____
Titled: _____ be accepted
In partial fulfillment of the requirements for the award of EMBA Degree and awarded grade
_____. _____(Initial).

Business Project Committee Members

1.   Name: _____   Signature: _____

2.   Name: _____   Signature: _____

3.   Name: _____   Signature: _____

4.   Supervisor's name: _____   Signature: _____

                                                 Date: _____

_____   _____
Signature of Head of Program   Date

COUNTERSIGNED

_____   _____
    Dean / Principal   Date